



UNITED STATES MARINE CORPS  
COMMANDING GENERAL  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
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CCO 1701.1  
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26 Mar 01

COMBAT CENTER ORDER 1701.1

From: Commanding General  
To: Distribution List

Subj: SINGLE MARINE PROGRAM

Ref: (a) MCO P1700.29

1. Situation. The Single Marine Program (SMP) is a program that supports the overall Quality of Life (QOL) for single and unaccompanied service members. The SMP supports the chain of command by identifying QOL issues and concerns and by providing recommendations for improvements. The SMP encourages and assists single servicemen and women in identifying and planning for recreational and leisure activities. It provides an opportunity for single servicemen and women to participate in and contribute to their community. The SMP provides an avenue for single servicemen and women to surface issues and to take part in activities but does not set policy and other guidance on issues. The SMP is intended to enhance command authority, prerogative and responsibility in maintaining standards of conduct, good order, and discipline.

2. Mission. Definitions of the Components of QOL

a. Community Service. Activities that benefit the base and surrounding community, such as the Red Cross, blood drives, youth volunteerism, special events, mentoring in public schools, and city recreation and parks involvement.

b. Health and Wellness. The promotion of physical fitness facilities, programs and health promotion classes.

c. Life Skills. Knowledge that will assist moving Marines and Sailors forward in their lives. Some examples are financial planning, personal finance, pre-marriage seminars, and civilian education.

d. Career Progression. Leadership training and military education.

e. Recreation Activities. Selection, planning, and participating in activities that the SMP committee has coordinated.

3. Execution

a. MAGTFTC Sergeant Major. The Sergeant Major will:

- (1) Serve as the senior enlisted military advisor for the SMP.
- (2) Maintain final approval authority for all committee members.
- (3) Mentor the SMP committee.
- (4) Review the minutes from the SMP meetings.

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b. Unit Commanders. Request the Unit Commanders support the SMP by:

- (1) Appointing a primary and alternate SMP representative.
- (2) Developing a method for single Marines and Sailors to surface issues.
- (3) As operational tempo permits, provide time for single Marines and Sailors to attend meetings.
- (4) Ensure single Marines and Sailors are informed about SMP related activities.
- (5) Educate, inform and ensure the NCO support channel supports the SMP.
- (6) Mentor unit SMP committees as appropriate.

c. Marine Corps Community Services

- (1) Appoint a Semper Fit SMP Coordinator for the SMP operations and training.
- (2) Include the SMP program as part of unit orientation.
- (3) Develop and issue supplemental program guidance as required.
- (4) Ensure that single Marine and Sailor QOL issues are included in the SMP minutes.
- (5) Ensure that a formal SMP committee meets on a monthly basis. Committees can meet more than once per month.
- (6) Develop and publish SMP by-laws through the SMP committee to include a designated meeting space.
- (7) Ensure education and training of military and civilian SMP Coordinator and other civilian leadership.
- (8) Monitor and resolve single Marine issues.
- (9) Forward issues that cannot be resolved to HQMC SMP Coordinator.
- (10) Provide feedback to single Marines and Sailors on the status of issues raised.
- (11) Provide single Marine and Sailor representatives to sit on installation committees such as the Marine Corps exchange, commissary and Semper Fit council.
- (12) Provide funding to support program mission requirements.

d. SMP Coordinator. The SMP Coordinator will:

- (1) Provide guidance to the SMP in planning activities and events.

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(2) Assist the SMP committee in preparing an annual program budget and maintaining financial accountability.

(3) Assist the SMP committee in developing a marketing plan and obtaining commercial sponsorship through the MCCS sponsorship specialist for SMP activities and events.

(4) Provide assistance in publicizing SMP activities.

(5) Ensure training of all SMP committee members, regarding SMP responsibilities, purchasing, contracting, internal controls and commercial sponsorship.

(6) Provide guidance and information on the volunteer program.

(7) Document all SMP volunteer hours.

e. SMP President. The SMP President will:

(1) Ensure records of all single Marine and Sailor issues are maintained, tracked, and reported.

(2) Plan, preside over, and facilitate SMP meetings.

(3) Ensure meeting minutes, with attendance figures, are prepared within three days of each meeting and forward to the Commanding General for approval.

(4) Ensure ledger of SMP program revenue and expenses is maintained.

(5) Supervise the SMP committees.

(6) Provide information and education on the SMP program, as requested.

f. Eligibility

(1) The SMP is primarily for single Marines; this may include single parents and unaccompanied Marines.

(2) Single service members from any other service branch stationed at MCAGCC may participate in the SMP.

(3) All SMP events are open to all authorized ID card holders.

(4) Guests of authorized ID card holders may participate in SMP events.

g. SMP Committee. The purpose of the SMP committee is to address needs and concerns of the single Marines and to make recommendations to improve the overall quality of life, assist the SMP Coordinator in planning events and activities that will enhance the leisure time opportunities for all single Marines, assist in fundraising activities to supplement the MCCS funding, and perform community service events that benefit the local community. The SMP committee will consist of:

(1) President

(2) Vice President

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- (3) Secretary
- (4) Treasurer
- (5) SMP representatives from all base and tenet units
- (6) Base Chaplain or designate
- (7) Installations and Logistics designate
- (8) MCCA designate
- (9) Provost Marshall designate
- (10) MCCA Semper Par Branch Head

h. Meetings

(1) SMP committee meetings will be conducted on a regular basis but no less than once per quarter.

(2) Use of Robert's Rules of Order is the recommended method of conducting SMP meetings.

(3) The SMP President will establish an agenda that sets the date, time, purpose and place of meetings.

(4) The secretary or designated representative will record minutes of the meetings and attendance.

i. Elections. SMP elections will be held annually in the month of February. Elections will be conducted in a general meeting.

4. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General and distributed by guard mail. This order can be viewed at <http://www.29palms.usmc.mil/base/manpower/adj>.

5. Command and Signal

a. Signal. This order effective date signed.

b. Command. This Order is applicable to the Marine Corps Total Force.



F. M. STEWART  
Chief of Staff

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